

2. Scope of Electronic Filing. (CURRENT)

All civil, criminal and miscellaneous cases shall be assigned to the Electronic Filing System. Except as expressly provided herein or by order of court, or in exceptional circumstances including technical failures, a Filing User shall electronically file all documents required to be filed with the court.

The filing of initial papers may be accomplished either electronically under procedures outlined in the court's ECF User Manual or traditionally on paper. **An initiating document submitted on paper must be accompanied by a disk or CD-ROM containing the document in PDF format.** In a case removed to the federal court, parties are required to provide electronic copies of all documents previously filed in the state court. Service of the summons and complaint must be made under Federal Rule of Civil Procedure 4.

An attorney who is not a Filing User within six months after the effective date of this Standing Order must show to the District Judge who chairs this court's "Information /Technology Committee", cause to file and serve pleadings and other papers in the traditional manner. A party who is not represented by counsel may file papers with the clerk in the traditional manner, but is not precluded from filing electronically.

2. Scope of Electronic Filing. (NEW)

All civil, criminal and miscellaneous cases shall be assigned to the Electronic Filing System. Except as expressly provided herein or by order of court, or in exceptional circumstances including technical failures, a Filing User shall electronically file all documents required to be filed with the court.

The filing of initial papers may be accomplished electronically under procedures outlined in the court's ECF User Manual. In a case removed to the federal court, parties are required to electronically file all documents previously filed in the state court. Service of the summons and complaint must be made under Federal Rule of Civil Procedure 4.

This Court is a mandatory ECF court. All attorneys must be a registered Filing User. Pro Hac Vice movants/admittees must certify within said motion that he/she is a registered user of this Court's ECF system AND that movant/admittee has read, knows, and understands the Local Rules of Court for the Western District of Pennsylvania. (See Standing Order at Misc 06-151 - In Re: Requirements of Pro Hac Vice Admissions).

A party who is not represented by counsel may file papers with the clerk in the traditional manner, but is not precluded from filing electronically.

Effective June 12, 2006, a processing fee and sanctions of \$150.00 per document will be imposed each time an attorney files a document by means other than the Court's CM/ECF system, unless leave of Court has been granted to file the document under seal. Attorneys shall pay a processing fee and sanctions of \$150.00 per document for failure to file a document with this Court electronically by use of the CM/ECF system. This fee must be paid from the funds of the attorney or his/her law firm. Counsel shall not charge to or collect the \$150.00 from the client as a fee, cost, expense, or other charge in this case. (See Standing Order at Misc 06-34 - In Re: Compliance With Electronic Case Filing Registration Requirements)

6. Notice of Court Orders and Judgments. (Current)

Immediately upon the entry of an order or judgment in an action, the clerk will transmit to Filing Users in the case, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed.R.Civ.P. 77(d) and Fed.R.Crim.P. 49©). The clerk must give notice in paper form to a person who has not consented to electronic service.

6. Notice of Court Orders and Judgments. (New)

Immediately upon the entry of an order or judgment in an action, the clerk will transmit to Filing Users in the case, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed.R.Civ.P. 77(d) and Fed.R.Crim.P. 49©). The Clerk must give notice in paper form to a person who is not a registered filing user.